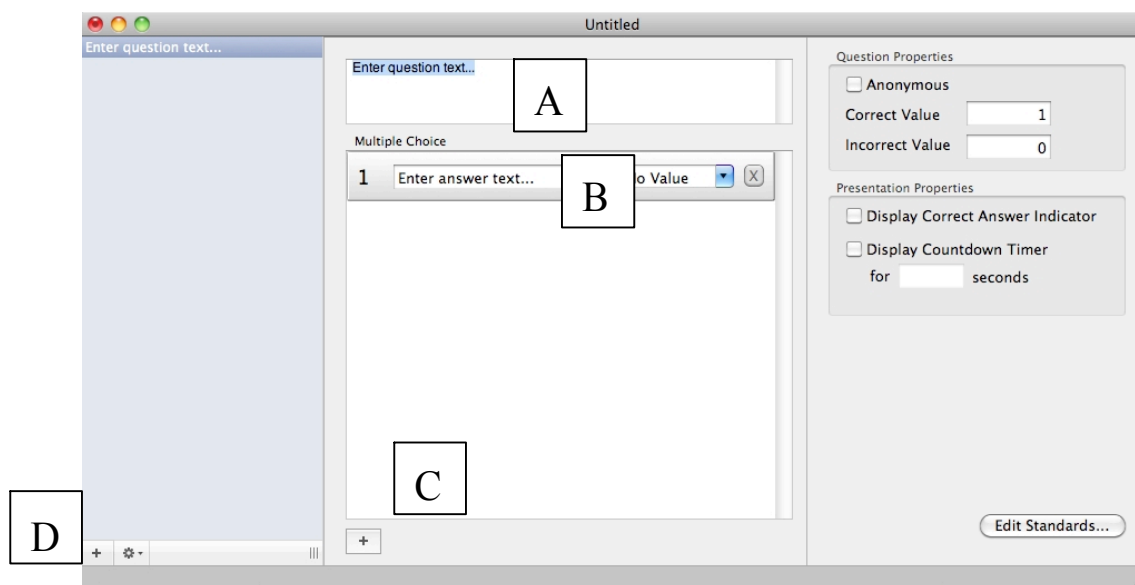


## How to Use TurningPoint Anywhere

With TurningPoint Anywhere you can create your questions in any application. For example, PowerPoint, Word, Keynote, Pages, pdf, website, etc. If you want to place a value or select the correct answer you will need to create your questions in TurningPoint Anywhere.

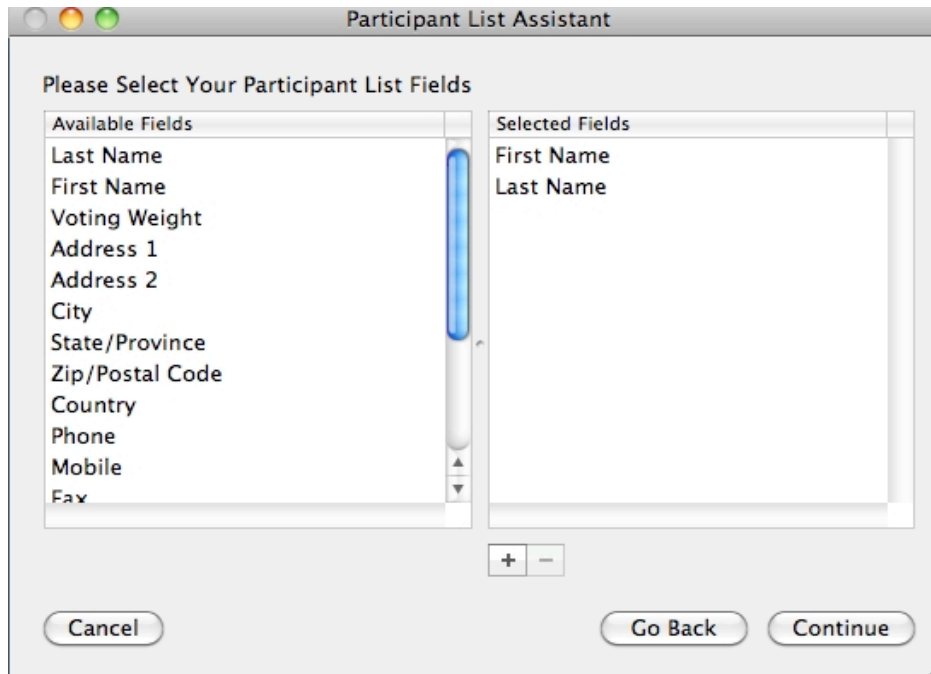
### Create a Question List in TurningPoint Anywhere

To create your questions in TPA go to Question List - New Question List. The window will open for multiple choice. Type your first question. (A) Type your first answer (B). To add more fields for your answers click on the **plus** (C) on the bottom of the page. Assign a value and select if you want to display the correct answer indicator or display a timer. To add another question select the **plus** (D) on the bottom left and choose the type of question. Once your questions and answers are all added go to Question List in the top menu bar and select Close Question List. You will then title and save your list.

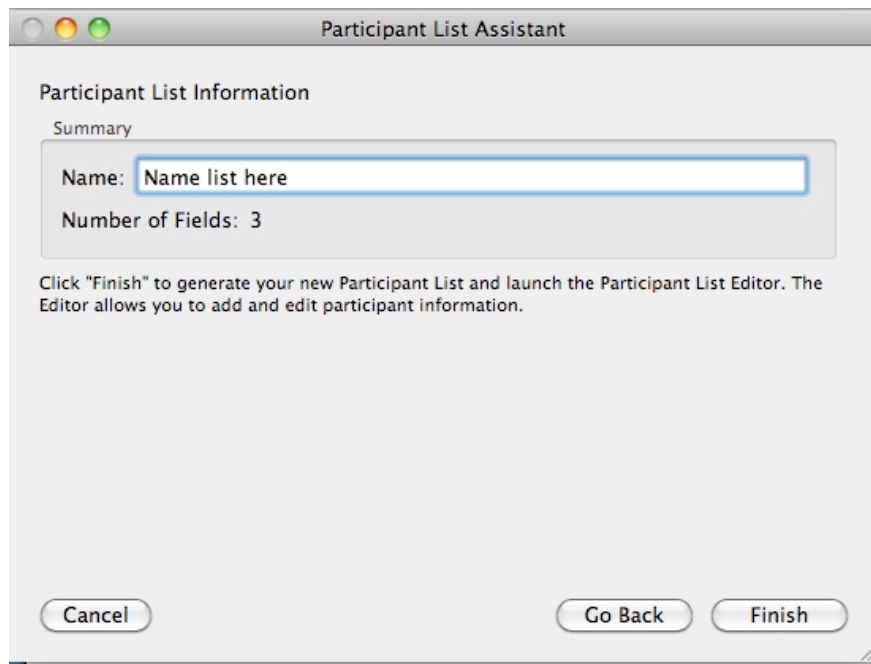


## Create a Participant's List

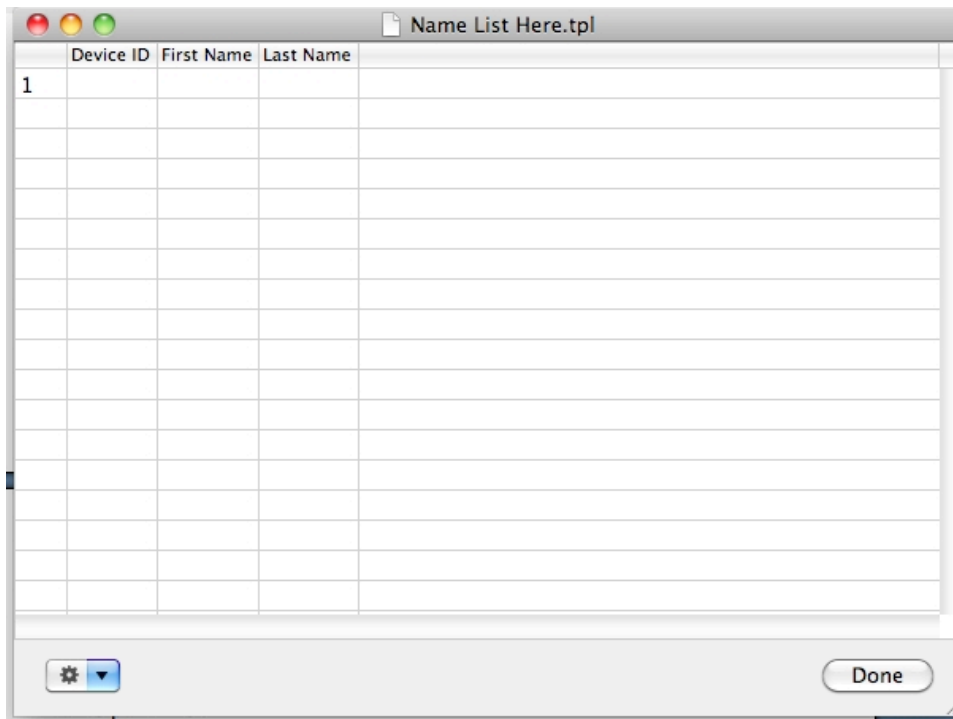
You can track your student's responses by entering a Participant's List. In TPA select Participant List - Create Participant List. The first window will ask you to select a template, use Education Template. You can then choose what fields you want in your list. The Device ID field is automatically added.



In the next window you will name your Participant List.



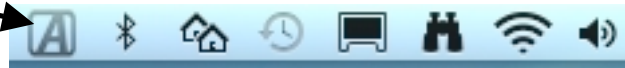
Click Finish and then either type in your students and device number or copy and paste the information from a spreadsheet.



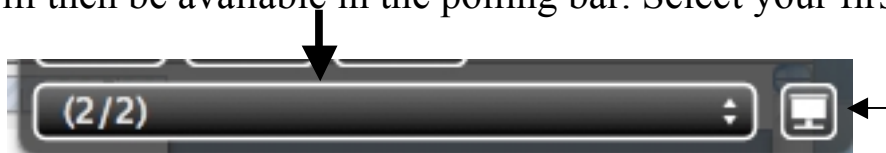
### Running your Session

1. Insert the TurningPoint receiver and open TurningPoint Anywhere.

2. If you are using a Participant's List, go to the Turning Point Anywhere icon in your top menu bar, select **Load Participant's List** and select your list.



3. If you are using a Question List that you created in TPA you will need to open it. Go to TPA - **Question List - Open Question List**. Choose the list you will be using. Your questions will then be available in the polling bar. Select your first question,



click on the icon to the right to display your question.

4. If you are using another application you will need to identify how many answers you have with each question. Click and hold down on the white triangle in the **polling bar**.



Choose the number of answers you have for that question. Once you have chosen the number polling will open. When you are done polling click on the white square to close polling. A graph will appear in your application. Repeat these steps for all of your questions.

5. You can save your session to view your data at a later time. Go to the TurningPoint Anywhere icon in the top menu bar, select **Save Session As**. Name your session and click **Save**. The session default saves in the User's Documents - TurningPoint Anywhere folder - Sessions folder.


6. You can access your Reports by going to the TurningPoint Anywhere icon in the top tool bar, select **Window - Reports**. Select the Session, then the type of report:

1. Individual Results
2. Individual Score
3. Results by Question
4. Results by Question with Screenshots

If you have downloaded standards you can also get reports for Overall Standards and Individual Standards.

## Trouble Shooting Tips

If you are using TurningPoint Anywhere in Keynote you need to change the Slide Show preferences. Go to **Keynote - Preferences** - click on the **Slide Show** tab - put a check in the box in front of **Allow Expose, Dashboard and others to use screen**. Also in Keynote you will want to be able to see your pointer. Go to **Keynote-Preferences** click on the **Slide Show** tab – put a check in the box in front of **Show pointer when the mouse moves**.

Sometimes the responders loose their connection to the response source. The responder is working if the light flashes green when polling is open and the student is responding. If the light is yellow or red you can try to reset the responder. If your polling bar is open click on the gear  and choose **Show Connection Info**.

A window will open with the Channel number the response source is using. To reset the responder, hold down and release the Go button on the responder. The light will flash red and green. Type in the channel number on the responder, then press Go. The light should then turn green.